

Progress Report Questions and Answers

1. What is a PRISM progress report?

RCO has created a new feature in PRISM, an electronic progress report. This feature allows sponsors to:

- a. Provide general updates on the status of projects.
- b. Share progress on meeting project milestones (extremely important monitoring tool).
- c. Share concerns about unexpected issues and possible delays.
- d. Share information about the submittal and receipt of required permits.
- e. Share any other information important to sponsors and grants managers about the implementation of projects.

2. When is the progress report due?

Milestones (key dates or deadlines) established for each project describe when progress reports are due. This milestone was incorporated into project agreements in 2009 and is being added to all active projects. All sponsors must submit at least two progress reports a year; however RCO staff also may request more frequent reports to assess the status of any project.

3. Who needs to submit a progress report?

In the past and even now all sponsors are required to send a progress report with each billing. This will continue on the agreements that are currently in place until they close or until a grants manager updates the milestones with progress report deadlines. However, any new agreements, agreements that have been written since roughly the beginning of July 2009, or agreements that have been extended within the last few months do have progress report deadlines included in the milestones. You will no longer be required to fill one out with each billings although we welcome any narrative you might want to send to inform us of anything you might think pertinent or related to that billing.

4. How will sponsors know if a progress report is due?

At least 30 days before it is due, sponsors will receive an e-mail notice from PRISM indicating that a report is due. Sponsors also may go to PRISM at anytime and review project milestones to see deadlines for upcoming progress reports.

5. What is the process for submitting a report?

Log into PRISM, select the applicable project, and click on the tab for Progress Reports. Follow the on-screen instructions and submit the report. If the report is incomplete, sponsors will need to make corrections before the report is actually submitted. PRISM then will notify the grants manager that the report is ready for review. The grants manager will review the report and may return it if they

have questions. Once the report is complete and accepted by the grants manager, PRISM will send the sponsor an e-mail that the report has been accepted.

6. *Must all the questions be answered?*

Yes. Sponsors must respond to all questions before submitting the report. If questions are not relevant to a project, simply respond that way.

7. *How long will it take to complete a progress report?*

It only takes a few minutes. To save time, consider taking these steps:

- a. Log into PRISM and start a report.
- b. Review and answer the questions asked.
- c. If you need additional information, just save the report, collect the data needed to complete the report, and finish it later.

8. *Do written progress reports still need to be submitted with bills?*

No. If the electronic progress reports are submitted when due, sponsors will not need to submit a separate progress report with their bills. Sponsors will need to submit a final report with the final bill. This report includes a certification that the scope of work for the project is complete.

9. *How does RCO use the progress report?*

The progress report provides the grants manager with important information that helps RCO understand the successes and challenges of implementing a project. The progress report helps grant managers:

- a. Monitor progress
- b. Identify where potential problems exist, and
- c. Keep track of changes that may be needed for successful completion.